

**TITLE 1: GOVERNMENT AND ADMINISTRATION**  
**DIVISION 2: DEPARTMENTS, OFFICES, COMMISSIONS**  
**Chapter 2: Administrative Officer.**

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**12.021 Position Established.**

That there be, and there is, hereby created the position which shall be known and designated as Administrative Officer to the Board of Supervisors which position may be designated as "Administrative Officer."

**12.022 Qualifications.**

The Administrative Officer shall be chosen on the basis of administrative and executive ability. He shall have at least five (5) years experience in responsible executive or administrative positions and shall possess the ability to plan and execute policies and programs of the Board of Supervisors, including budgeting, budgetary control and the coordination of various County activities. At the time of his appointment he shall be a citizen of the United States of America. He need not be a resident of San Bernardino County, but he shall become and remain a resident of San Bernardino County during his tenure of office. He shall devote his entire time to the duties of his office and shall not engage in any other business or occupation,

**12.023 Appointment of Administrative Officer.**

The Administrative Officer shall be appointed by and serve at the pleasure of the Board of Supervisors. He may be discharged by three-fifths (3/5) vote of the Board of Supervisors and his appointment terminated upon written notice to him of such discharge and termination. The Administrative Officer shall give the Board of Supervisors not less than thirty (30) days written notice of his intent to resign.

**12.024 Salary of Administrative Officer.**

The salary of the Administrative Officer shall be fixed annually by the Board of Supervisors and it shall be paid by the County Auditor in the same manner as the salaries of other County employees. He is granted and is entitled to all of the benefits conferred upon County employees relating to sick leave, vacation leave, holidays, medical and hospital insurance, workmen's compensation, travel expense, and by the County Employees' Retirement Act.

**12.025 Employment of Assistants.**

The Administrative Officer may appoint and employ assistants and other employees and assign to them various duties prescribed in this County Code. The positions of such assistants and other employees shall be authorized by the Board of Supervisors, and they shall be employed under the provisions of the County Civil Service System except that the Assistant County Administrative Officer and the Assistant County Administrators shall be County Officers in the Unclassified Service. Such assistants shall include two Assistant County Administrators and an Assistant County Administrative Officer.

The Administrative Officer shall also be the appointing authority for the Directors of Human Resources, Information Services and Risk Management. These officers shall serve in the Unclassified Service as provided in section 12.240. The Administrative Officer shall provide general supervision for these positions; however, such supervision may be assigned to the Assistant County Administrative Officer or an Assistant County Administrator.

Amended Ordinance #3771 (1999); Amended Ordinance 3947 (2005); Amended Ordinance 3953 (2005);

**12.026 Responsibilities of Administrative Officer.**

Under the supervision of the Board of Supervisors, and subject to the approval and direction and control thereof, the Administrative Officer shall be responsible for the performance of such duties and ministerial functions as may be placed in his charge by the Board of Supervisors, and in connection therewith, shall report to the Board from time to time the status and enforcement of the Board's policies, rules and regulations. The Administrative Officer shall:

- (a) Attend all meetings of the Board of Supervisors, except when excused therefrom, and advise and make recommendations to the Board upon matters which are brought before it and which are within his administrative authority;
- (b) Coordinate the work of departments, agencies and districts which are under the direct jurisdiction or fiscal control of the Board of Supervisors. In this connection the Administrative Officer may require periodic submission of organizational charts and departmental activity reports; inform departments on actions, decisions and policies of the Board of Supervisors affecting departmental operations;
- (c) Subject to rules, regulations, and ordinances of the Board of Supervisors, cause to be prepared and submitted requests for the creating of new positions, and capital outlay items. He may request such information, charts and statistics as may be necessary for his recommendations;
- (d) Supervise, in cooperation with the County Auditor, the preparation of the annual County Budget. In the performance of this duty the Administrative Officer shall review all departmental and agency requests and all items in the proposed budget, including revenues, expenditures and reserves. He shall submit his recommendation on the proposed budget to the Board of Supervisors;
- (e) Review all departmental and agency requests for adjustments and transfers of appropriations from contingencies and among budget units and make recommendations on them to the Board of Supervisors;
- (f) Pursuant to Section 12.0211 of this chapter, approve any transfers and revisions of appropriations, objects, and subobjects within a budget unit;
- (g) Maintain continuous research into administrative practices, study and make recommendations to the Board of Supervisors concerning such changes or modifications as will improve the efficiency and economy of County governmental operations;
- (h) In cooperation with County departments and agencies the Administrative Officer shall develop work measurement, process organization and procedures programs and operating manuals;
- (i) Prepare and maintain in cooperation with County departments and Administrative Code;
- (j) Promote proper preparation and dissemination of periodic reports and informative pamphlets or brochures;
- (k) Recommend to the Board of Supervisors on new and revised State statutes which he considers to be desirable and merit the endorsement of the Board of Supervisors and the approval of the State Legislature and the Governor. The Administrative Officer shall also recommend to the Board of Supervisors the adoption of new and revised orders and resolutions when in his judgment such action will promote improved County services and operations and is in the public interest;
- (l) Make such other investigations, studies and surveys, and perform such other duties as may be ordered by the Board of Supervisors or as deemed necessary.
- (m) Provide general supervision of the Director of the Arrowhead Regional Medical Center. This officer shall report to the Administrative Officer. The Administrative Officer may assign such responsibility to the Assistant County Administrative Officer or an Assistant County Administrator.

Amended Ordinance #3771 (1999)

**12.027 Authority to Carry Out Policies of Board of Supervisors.**

The Administrative Officer may call upon any officer, or head of any department, institution or district under the control or jurisdiction of the Board of Supervisors to provide information and to assist in carrying out the policies and orders of the Board of Supervisors and the duties herein vested in the Administrative Officer.

**12.028 Limitation of Delegated Duties of Administrative Officer.**

No provision of this chapter is intended to vest in the Administrative Officer any duties or grant to him any authority which is vested by General Law or by the Charter of the County of San Bernardino in the Board of Supervisors.

**12.029 Delegation of Approval Authority.**

Notwithstanding any other provision of this Code, or other County regulation, procedure, or policy, the Administrative Officer may delegate by written authorization any approval authority given to him by County ordinance, regulation, procedure, or policy, unless state statute or County Charter precludes such delegation.

**12.0210 Authority of Administrative Officer.**

- (a) The Administrative Officer, when he or she deems it appropriate, may exercise any power or jurisdiction, or assume or discharge any responsibilities, or carry out or effect any purpose vested by law, ordinance, rule, regulation or policy in his or her subordinates within the Administrative Office including the Assistant

Administrative Officers and Associate Administrative Officers serving various functions. When the Administrative Officer exercises power pursuant to this provision, such authority shall supersede that of his or her subordinates.

(b) The Administrative Officer shall be the appointing authority over those employees within the departments of Workforce Development and Community Development and Housing and those County employees assigned to support the County Redevelopment Agency and Workforce Investment Board, whose appointments are not otherwise provided for by Charter or General Law, including Deputy Administrative Officer(s). The Administrative Officer shall have the power to delegate in writing this appointing authority to the Associate Administrative Officer assigned to the economic development departments.

(c) The Administrative Officer shall have the power of general administrative supervision and coordination over the operations of the Workforce Development Department and the Community Development and Housing Department and the County employees assigned to support the County Redevelopment Agency and Workforce Investment Board. The Administrative Officer may direct such action as he or she deems appropriate to exercise any power or jurisdiction, or to assume or discharge any responsibility, or to carry out or effect any of the purposes vested by law in any officer, employee or division in the Workforce Development Department and the Community Development and Housing Department or the employees assigned to support the County Redevelopment Agency and Workforce Investment Board.

(d) The Administrative Officer shall have the power to reorganize the Workforce Development and Community Development and Housing departments and in connection with such reorganization, the Administrative Officer has the power to transfer personnel from one department to the other as well as the County employees assigned to support the County Redevelopment Agency and Workforce Investment Board.

(Amended Ordinance 3947 (2005);

**12.0211 Delegation of Authority to Approve Budget Transfers and Revisions.**

Pursuant to Section 29125 of the California Government Code, the Board of Supervisors hereby designates the Administrative Officer as the County officer with the authority to approve, with respect to an adopted budget, any transfers and revisions of appropriations, objects and subobjects within a budget unit.

**12.0212 Substitution of References.**

Any reference in this Code to the Assistant Administrative Officer for Human Resources or Assistant Administrative Officer for Personnel shall mean the Director of Human Resources.

**12.0213 Economic Development.**

The Administrative Officer shall be the appointing authority for and shall supervise the Associate Administrative Officer assigned to the economic development departments, which shall include Workforce Development and Community Development and Housing. The Administrative Officer shall also be responsible for providing administrative oversight and support services and direction to the County Redevelopment Agency and its Redevelopment Administrator and the Workforce Investment Board.

(Adopted Ordinance 3947 (2005);